# <u>PART 1</u> - Customer Search & Request for additional info about items posted on the DRMS RTD web query results page. *View in "Print Layout" Format.*

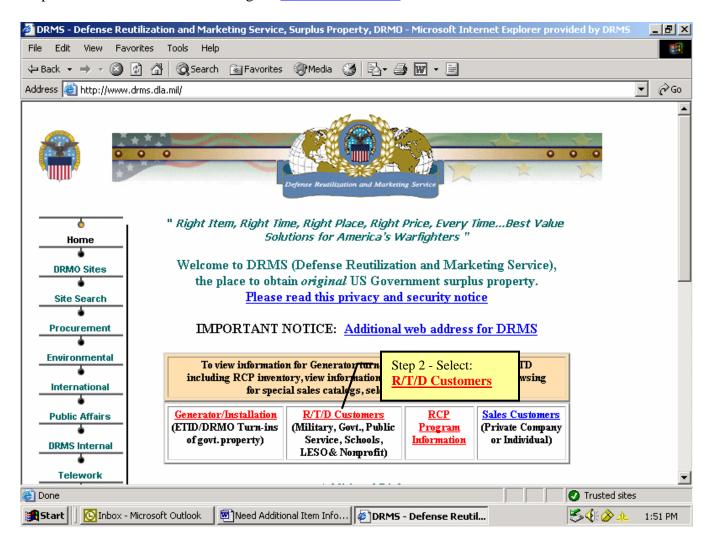
Note: This is for the DoD Customers (Army, Navy, Air Force, Marines, National Guard and Reserves) only who wish to submit additional questions about items listed on the Query Results page.

<u>Army Policy - US Army units may be charged for items requisitioned from DRMOs. Army customers check with your Finance and Accounting Office prior to using DRMS/DRMO as a source of supply.</u>

Other RTD customers outside the main DoD community may see the results of requests, but are not authorized to submit requests for more information about an item.

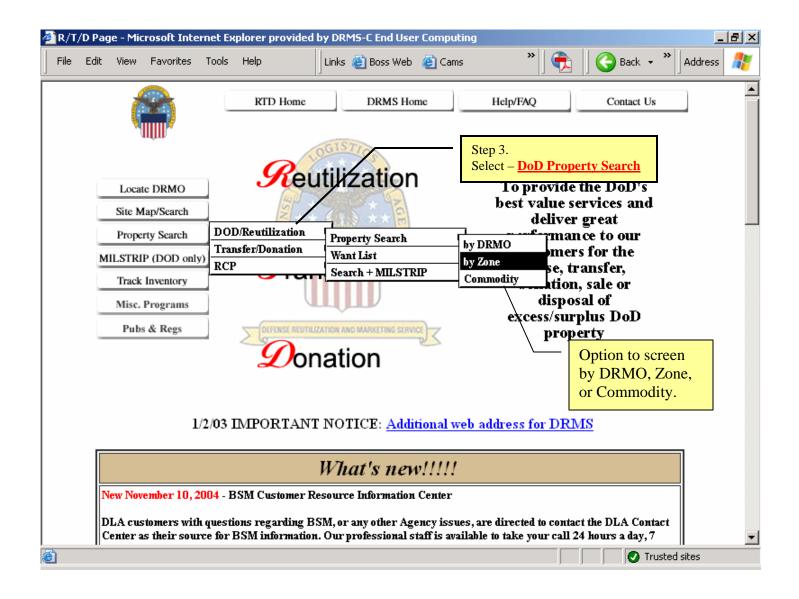
DoD customers familiar with using the DRMS RTD Web site for Property Searches, may go directly to Page 7 of this guide. Click on "NEXT" to go directly to Page 7.

Step 1. Access the DRMS Web Page at www.drms.dla.mil



Step 2. Select <u>R/T/D Customers</u> option. This will take the customer to the Reutilization, Transfer, and Donation Page.

Step 3 a. Select <u>DoD Property Search</u> to submit your query.

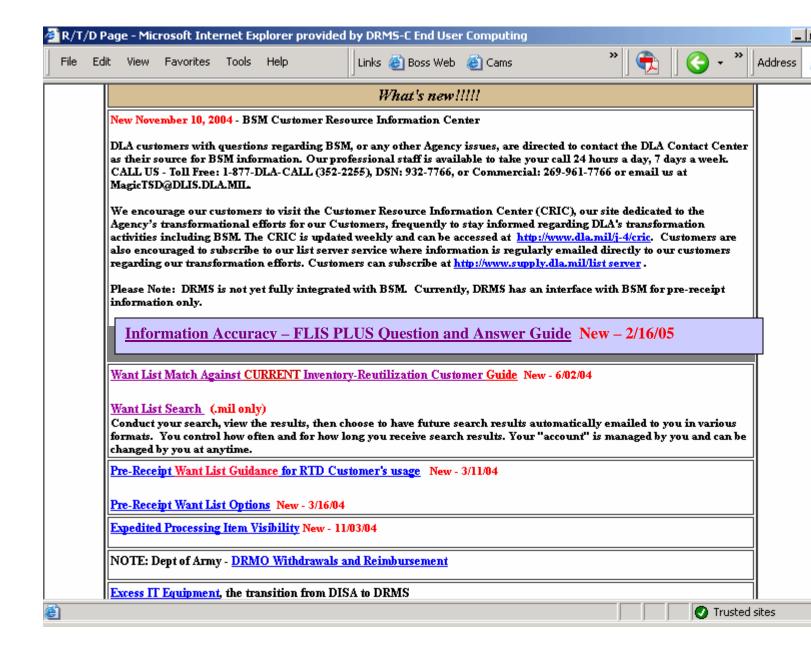


A customer may choose:

- 1. Search for items by a specific DRMO or all DRMOs.
- 2. Search for items by Zone
- 3. Search for items by Commodity

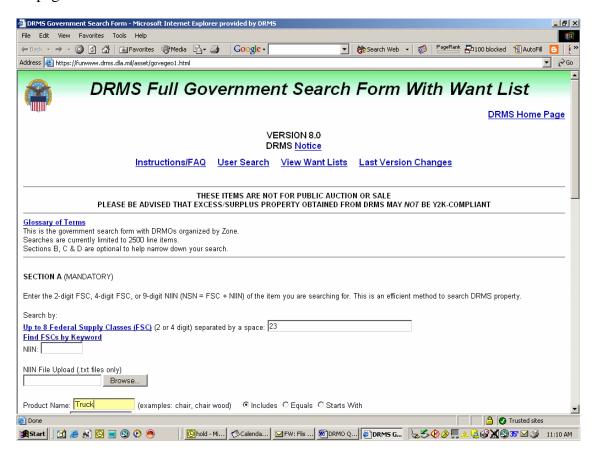
Once a selection is made, the next screen will be the DRMS Full Government Search Form. See Step 4 on Page 4.

Step 3b. The lower half of the main RTD Page shows new query options and guidance to automated Want Lists, Information Accuracy, Expedited Processing and more.



### Step 4. The customer will be taken to the Search Form.

This is an example of the search page. For training purposes the info has been extracted out and is listed on the next page.



The Full Government Search Form with Want list has been extracted and will be easier to work with.

See next page for detailed guidance.

## DRMS Full Government Search Form With Want List DRMS Home Page

Instructions/FAQ User Search View Want Lists Last Version Changes

### THESE ITEMS ARE NOT FOR PUBLIC AUCTION OR SALE PLEASE BE ADVISED THAT EXCESS/SURPLUS PROPERTY OBTAINED FROM DRMS MAY NOT BE Y2K-COMPLIANT

Glossary of Terms This is the government search form with DRMOs organized by Zone. Searches are currently limited to 2500 line items. Sections B, C & D are optional to help narrow down your search.	A customer will have many choices when submitting a query; however, results are limited to 2500 lines per results page			
SECTION A (MANDATORY) Enter the 2-digit FSC, 4-digit FSC, or 9-digit NIIN (NSN = FSC + NIIN) of the ite property. Search by: Up to 8 Federal Supply Classes (FSC) (2 or 4 digit) separated by a space Find FSCs by Keyword NIIN:  NIIN File Upload (.txt files only)  Product Name:  (ex: chair, chair wood)  Includes  The Company of the Disposal Turn-In Document Company	Equals Starts occument Number	Section A – the customer of Item Group (2 characters)  Item NIIN or upload Enter product name Disposal Turn-In Do	may enter cters) or FSC (4 d NIIN list ocument Number	
Note: DoD Milstrip requests can only be made against items in the two DoD an	d FEPP cycles unles	ss the Priority is 1-3		
Sort By: Cycle Date, Cycle FSC NIIN DRMO  Submit Search Clear Form Customers may submit Section B and define	t or clear query selec	t Name DTID	Select a sort option for your query results	<u> </u>
You may submit your search now or fill out the optional sections below.  If you submit your search NOW, you will be searching ALL of the DRMS sites very search to be searching to the DRMS of the DRMS sites very submit to be searched.	worldwide, both unus	sed and used items at a	my value.	
SECTION B (OPTIONAL) In this section you can refine your search by selecting to view items by the date conjunction with Section A. Starting DATE for "Date Entered Inventory" search: Example 12-FEB-03	Starting DATE	ne DRMS inventory. This option generally used on a weekly or daily ba	by customers who	in
SECTION C (OPTIONAL)  Currently DoD/DRMS has items in various conditions. You must call the sites w  Supply condition code:  A, B, C, D, E, F,  Disposal condition code:  1, 1-3, Any (1-9)	who have the item to	Define Condition Co	odes. If you do not wan as for all items to includ on, you must remove	
SECTION D (OPTIONAL)	7			

The search can be conducted by the location of the property. Sites are listed by Zones.

Please select DRMS site(s) for search or **NO** selection for all. To select a site, first highlight the name within the pick list, then check the box to the left of the site name. A zone name will search all the sites within that pick list (zone).

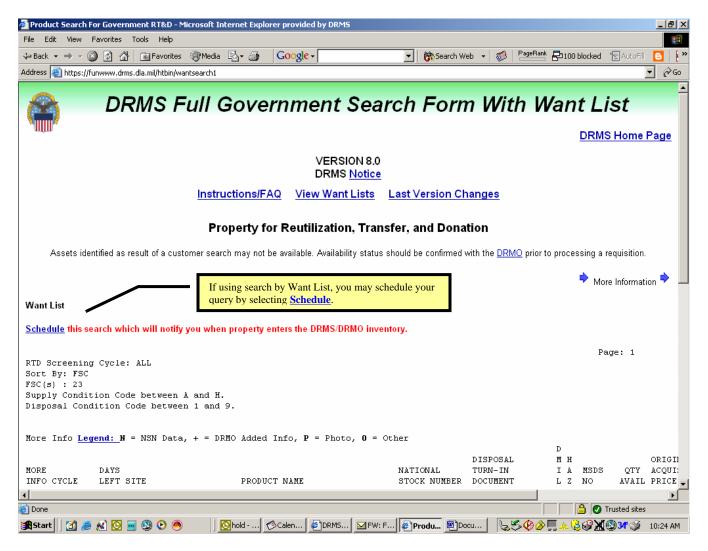
Hold down the CTRL key to select multiple items from the list.



Step 5. Query research results should appear in a few seconds. If a customer wishes to search by Want List, he/she has the option to receive results, daily or weekly, etc. and may determine the duration of the query i.e. week, monthly, etc.

To learn more about the Want List go back to the RTD Main page to the "What New" section.

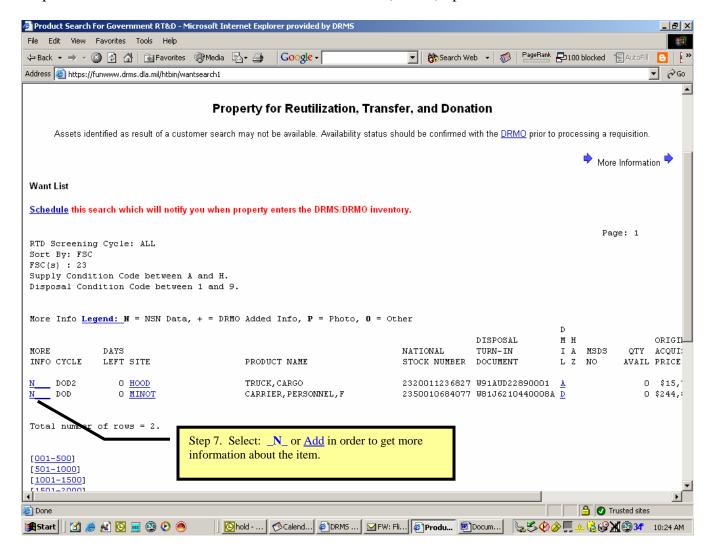
The next two Screen Prints demonstrate a customer query results.



THIS IS THE TOP HALF OF THE QUERY RESULTS PAGE.

#### THIS IS THE BOTTOM HALF OF THE QUERY RESULTS PAGE.

Step 6. Select the item of interest under the MORE Info (far left) option.



The customer will be able to get more information about an item if there is an  $\underline{N}$  or the option to Add in the far left column under MORE INFO. If there is a  $\underline{N+P}$ , it means a photograph is also available.

The next step would be to click on N or Add in order to get more information on a particular item/DTID.

Note: Option N will take a customer to Step 7 and Add option to Step 8.

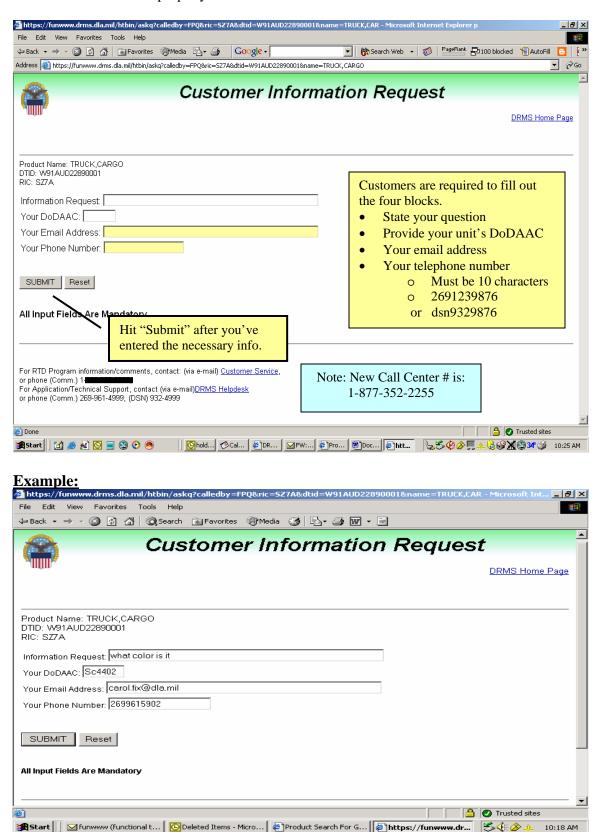
Step 7. The customer may now review additional information on the item. In this case, there isn't too much information about the vehicle and before the customer submits a MILSTRIP, he/she would like to know what color it is; does it have tires; how much damage is there, etc.?

Customers may now ASK FOR MORE INFORMATION when the item data provided is not sufficient.



The next screen that appears will list the Product Name, DTID and RIC. It will then ask for customer information, so DRMS will know where to send via email the response to the question(s).

STEP 8. The customer should verify the product name and DTID. The Routing Identifier Code (RIC) is used to identify the DRMO at which the property is located.



THE CUSTOMER IS DONE AND IS WAITING ON A RESPONSE. THE RESPONSE SHOULD BE WITHIN 3 WORKING DAYS.